

# RE-2 Employee Post Travel Disclosure of Travel Expenses

Date/Time Stamp

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PUBLIC RECORDS

2023 OCT 10 PM 1:47

**Post Travel Filing Instructions:** Complete this form within **30 days** of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building. **This form is a public disclosure. The form and all attachments will be made publicly available.**

**Certification:** In compliance with the Regulations Governing Privately Sponsored Travel, Senate Rule 35, and the Honest Leadership and Open Government Act of 2007, I certify that I accepted the following gift of privately sponsored travel:

Private Sponsor(s):  
Conservative Partnership Institute

Travel Dates:  
08/23/2023 to 08/25/2023

Name of accompanying family member (if any):

Relationship to Traveler:

## Expenses

| Transportation Expenses | Lodging Expenses | Meals Expenses | Other Expenses (Amount & Description) |
|-------------------------|------------------|----------------|---------------------------------------|
| \$10.00                 | \$198.00         | \$130.00       | \$0.00                                |

I also certify that attached to this form are all required documents for post travel disclosure, including:

- The final **Employee Pre-Travel Authorization** (Form RE-1)
- The final **Private Sponsor Travel Certification Form** with all attachments
- The final invitation
- The final approved itinerary

Finally, I certify that all trip information reflected in the attachments above accurately reflects the travel that I accepted. If there were any changes to the trip after I received approval from the Committee, the changes are described in ATTACHMENT 1.

9/5/23

Date

BETHANY STEVENS

Printed Name of Traveler

*Bethany Stevens*

Signature of Traveler

### TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/10/23

Date

*7-18*

Signature of Supervising Senator/Officer

## ATTACHMENT 1 – CHANGES FROM APPROVED PRE-TRAVEL

**Note:** Material changes to a trip that occur after the Committee has issued an approval letter may invalidate the Committee's approval. Please contact the Committee with any questions regarding changes to an approved trip.

Were there any changes to the pre-approved travel expenses? (Transportation, Meals, Lodging, Other)?

☐ Yes ☒ No

Expense Change

Revised Amount

Explanation

There were no changes to pre-approved travel expenses.

Were there any changes to the pre-approved itinerary?

☒ Yes ☐ No

Explanation: An optional historical tour of a free local monument was added. A speaker's time slot changed to accommodate another speaker with travel delays.

Were there any additional changes to the pre-approved trip?

☐ Yes ☒ No

Explanation: There were no additional changes to the pre-approved trip.



# RFEA Employee Pre-Travel Authorization

The Travel Committee is responsible for reviewing and approving or disapproving travel requests for RFEA employees. The Travel Committee is composed of the President of the Senate, the Secretary of the Senate, the Sergeant at Arms, the Secretary for the Majority, the Secretary for the Minority, and the Chaplain.

A travel request is a request for an RFEA employee to travel for official business. A travel request must be submitted to the Travel Committee at least 10 business days before the travel date.

The Travel Committee will review the travel request and make a recommendation to the President of the Senate. The President of the Senate will then approve or disapprove the travel request.

NOTE: This form is for use by RFEA employees only.

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Explain how this trip is specifically connected to the traveler's official or required duties.

Travel is for the purpose of attending a meeting on behalf of the Senate.

Do you have any other requests for travel or expenses at this time?

No

Yes, please specify below.

NA

I certify that the information submitted on this form is true, complete and correct to the best of my knowledge.

7/18/23

Date

Bethany Stevens

Supervisor's Signature

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER

(President of the Senate, Secretary of the Senate, Sergeant at Arms,  
Secretary for the Majority, Secretary for the Minority, and Chaplain)

Office of Senator Ted Cruz

(Print Senator's Office's Name)

hereby authorize

Bethany Stevens

(Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary travel expenses to attend the event described above. I have determined that this travel is connected with the official duties of the employee and will not create the appearance that he or she is using public funds for private gain.

I have no objection to the attendance of the employee's spouse or child if appropriate to assist in the employee's official duties.

☒ (initially "yes" by checking box)

Date

08/04/2023

Signature of Supervising Member/Officer

7/18

# Conservative Partnership Institute: CPI Communications Specialist Retreat

 BETHANY STEVENS

Title:

None

Employing Office/Committee:

CRUZ, TED

Duty Station:

WASHINGTON, DC

Destination(s):

Cambridge, Maryland

Explain how this trip is specifically connected to the traveler's official or representational duties:

This trip is for Senate communications staffers, of which I am one, to train us on better practices within our field and conference.

Name of accompanying family member (if any):

Not Entered

Name and Relationship to Traveler:

None

## Organization Information

**Organization Name**

Conservative Partnership Institute

**Is your organization classified as a §501(c)(3)?**

☒ Yes

☐ No

**§501(c)(3) Organization Type**

Public Charity

**Address**

300 Independence Ave SE

**Address 2 (Optional)**

Public Charity

**City, State Zip**

Washington, District Of Columbia 20003 United States

**Phone Number**

8585197452

**Organization URL**

## History of Congressional Travel

The Conservative Partnership Institute (CPI) provides regular educational briefings and training sessions to conservative leaders, congressional staff, and activists. Most recently, CPI sponsored a trip for Senate staff to the same location June 26 - 28, 2023.

## Educational Activities

The educational activities performed by CPI include regular trainings, procedural classes, collaborative sessions and broad educational programming.

## Lobbyist and Foreign Agent Registration Information

Lobbyist Registration Status: *I certify that the sponsor is not a federally registered lobbyist and do not retain or employ a federally registered lobbyist.*

Foreign Agent Registration Status: *I certify that the sponsor is not an agent of a foreign principal and do not retain or employ an agent of a foreign principal.*

## Foreign Government Involvement

Foreign Agent Registration Status:

- ☒ I certify that the sponsor is not a foreign government.
- ☒ I certify that the sponsor is not an entity that is owned or operated by a foreign government.
- ☒ I certify that the sponsor does not receive funding from a foreign government.

Comments

None Entered

## Signature Page

The signature page is below.

## Purpose and Details

Provide a brief description of the trip.

The trip will provide an opportunity for legislative staff to hear and learn from communications experts on how to improve their communications skills.

Explain how the purpose of the trip relates to your organization's mission.

In accordance with its mission of educating and training the conservative movement, CPI is sponsoring this travel to educate and equip communications staffers with the skills and tools to more effectively communicate with constituents and the media.

## Is your organization the only sponsor for this trip?

☒ Yes ☐ No

## Grantmaking Organizations (Optional)

There are no grantmaking organizations.

## With or Without Regard for Congressional Participation

The trip is arranged or organized specifically with regard to congressional participation.

## Lobbyist/Foreign Agent Involvement in Planning, Organizing, Requesting or Arranging

- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal, other than de minimis involvement.

## Lobbyist/Foreign Agent Financing

- ☒ The trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- ☒ No funds or in-kind contributions were earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

## Lobbyist/Foreign Agent Accompaniment

Complete if all sponsors are §501(c)(3) organizations

- ☒ The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip
- ☐ The trip is limited to a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip
- ☐ The trip is limited to a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip

Complete if any of the sponsors is not a §501(c)(3) organizations.

- ☐ The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip
- ☐ The trip is limited to a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip
- ☐ The trip is limited to a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip

## Certification of No Recreational Activity and No Alcohol

- ☒ Travel expenses paid for will not include expenditures for recreational activities.
- ☒ Travel expenses paid for will not include expenditures for alcohol, except as permitted by the Regulations Governing Privately Sponsored Travel.

## Invitees

- i** Members and staff from the House of Representatives **will** receive invitations.

The list of invitees is below.

## Travel Details

Trip Start Date/Time:  
08/23/2023 @ 09:00 AM



Trip End Date/Time:  
08/25/2023 @ 02:00 PM

Will the traveler be accompanied by a family member for whom the sponsor will pay travel expenses?

☐ Yes ☒ No

## Itinerary

The itinerary is below.

Transportation (Per Member/Officer/Employee: \$10.00 | Accompanying Family Member: \$0.00)

| Transportation Type   | Class | Amount  |
|-----------------------|-------|---------|
| Ground Transportation | Coach | \$10.00 |

### Note

Coach class van is owned by CPI.

Lodging (Per Member/Officer/Employee: \$198.00 )

| Check-In   | Check-Out  | Facility                 | City      | State    | Country       | Nights | Cost/Night | Cost Exceed Per Diem |
|------------|------------|--------------------------|-----------|----------|---------------|--------|------------|----------------------|
| 08/23/2023 | 08/25/2023 | 3675 Decoursey Bridge Rd | Cambridge | Maryland | United States | 2      | \$99.00    | No                   |

Meals (Per Member/Officer/Employee: \$130.00 )

| Date       | Breakfast | Lunch   | Dinner  | Incidentals | Total   | City      | State    | Country       | Cost Exceeds Per Diem |
|------------|-----------|---------|---------|-------------|---------|-----------|----------|---------------|-----------------------|
| 08/23/2023 | \$10.00   | \$10.00 | \$40.00 | \$0.00      | \$60.00 | Cambridge | Maryland | United States | No                    |
| 08/24/2023 | \$10.00   | \$10.00 | \$40.00 | \$0.00      | \$60.00 | Cambridge | Maryland | United States | No                    |
| 08/25/2023 | \$10.00   | \$0.00  | \$0.00  | \$0.00      | \$10.00 | Cambridge | Maryland | United States | No                    |

Reasonable Miscellaneous Expenses (Per Member/Officer/Employee: \$0.00 )

| Expense Type                         | Amount | Notes |
|--------------------------------------|--------|-------|
| There are no miscellaneous expenses. |        |       |

## Additional Attachments

**Document Name**

There are no additional attachments.





1. Spencer Hurwitz - Communications Director - Sen. Marsha Blackburn
2. Savannah Newhouse - Press Secretary - Sen. Marsha Blackburn
3. Jack Wolfsohn- Press and Digital Assistant - Sen. Marsha Blackburn
4. Allison Dong- Deputy Communications Director - Sen. Mike Braun
5. Zacharie Riddle - Communications Director - Sen. Mike Braun
6. Curtis Kalin- Deputy Communications Director - Sen. Ted Budd
7. Mike Reynard - Communications Director - Sen. Ted Budd
8. Natalie Parks - Digital Director - Sen. Ted Budd
9. Tatum Wallace - Press Secretary - Sen. John Cornyn
10. Natalie Yezbick - Communications Director - Sen. John Cornyn
11. Melissa Braid- Communications Director - Sen. Ted Cruz
12. Maria Jeffrey- Speechwriting and Strategic Comms Director - Sen. Ted Cruz
13. Bethany Stevens - Media Relations Director - Sen. Ted Cruz
14. Brandon Jackson - Deputy Press Secretary - Sen. Bill Hagerty
15. Audrey Traynor - Press Secretary - Sen. Bill Hagerty
16. Bernadette Breslin - Digital Director - Sen. Josh Hawley
17. Kelli Ford- Deputy Chief of Staff for Communications - Sen. Josh Hawley
18. Abigail Marone - Communications Director - Sen. Josh Hawley
19. Kiersten Pels - Communications Director - Sen. Ron Johnson
20. Chandler Rebel - Deputy Press Secretary - Sen. Ron Johnson
21. Avery Selby - Digital Director - Sen. Ron Johnson
22. Jordan Roberts - Press Secretary - Sen. Mike Lee
23. Stacey Daniels - Communications Director - Sen. Cynthia Lummis
24. William Bensur - Press Secretary - Sen. Roger Marshall
25. Charyssa Parent - Communications Director - Sen. Roger Marshall
26. Kelsey Cooper - Deputy Chief of Staff - Sen. Rand Paul
27. Madeline Meeker - Comms Director - Sen. Rand Paul
28. Amy Hasenberg - Senior Communications Director - Sen. James Risch
29. Janessa Tolman - Deputy Press Secretary - Sen. James Risch
30. Juliana Camacho - Press Assistant - Sen. Marco Rubio
31. Dan Holler- Deputy Chief of Staff - Sen. Marco Rubio
32. Kiara Kearney - Press Secretary - Sen. Marco Rubio

- 33. Hannah Rawles - Press Assistant - Sen. Marco Rubio
- 34. Chris Nuelle- Communications Director - Sen. Eric Schmitt
- 35. Will O'Grady -Press Secretary - Sen. Eric Schmitt
- 36. Madeline Holzmann - Press Secretary - Sen. Rick Scott
- 37. Mckinley Lewis - Communications Director - Sen. Rick Scott
- 38. Rosa Perez - Hispanic Media Press Secretary - Sen. Rick Scott
- 39. Hannah Eddins - Deputy Press Secretary - Sen. Tommy Tuberville
- 40. Steven Stafford - Communications Director - Sen. Tommy Tuberville
- 41. Parker Magid- Deputy Press Secretary - Sen. J.D. Vance
- 42. Will Martin - Communications Director - Sen. J.D. Vance
- 43. Luke Schroeder - Press Secretary - Sen. J.D. Vance

**CONSERVATIVE PARTNERSHIP INSTITUTE**

August 1, 2023

Bethany Stevens  
Office of Senator Cruz

Dear Bethany,

I am pleased to invite you to join us at the upcoming Conservative Partnership Institute Communications Specialist Retreat, to be held at Camp Rydin in Cambridge, Maryland on August 23rd - 25th, 2023. We will have a variety of expert speakers including Greg Price, Emily Jashinsky, and Steve Guest to come and train attendees on topics ranging from social media to media history.

Please email me with any questions at [aswinson@cpi.org](mailto:aswinson@cpi.org). We are looking forward to having you!

Thank you in advance for uploading this document to the Senate Ethics portal as proof of your invitation to the retreat.

Thank you in advance,

**AJ Swinson**

Government Relations Communications Coordinator



**Conservative Partnership Institute (CPI) Communications Retreat**  
**August 23-25, 2023**

**Wednesday**

**9:00 -11:00 am Travel from Independence Ave, SE DC to Decoursey Bridge Rd, Cambridge, MD**

**11:00 am – 12:00 pm Arrival at CPI Property**

**12:00-1:30 Lunch & Session 1: Networking & Coalition Building**

A panel of experts will share how to network and build coalitions for important policy measures with outside groups, as well as how to use communications skills to use communications skills to create policy focused events.

*Speakers: Mr. Paul Teller, Advancing American Freedom & Ms. Carson Steelman, Heritage Action & Mr. Wade Miller, Center for Renewing America*

**1:30 – 2:30 pm Session 2: Getting the Message Right**

Mr. Faraci will teach attendees to create a strong message that resonates, and how to use polling in messaging and communications campaigns.

*Speaker: Mr. Matthew Faraci, Gideon 300*

**2:30 – 3:30 pm Session 3: Senate Procedure**

Fixing What's Broken—Is the Senate as dysfunctional as many believe? What does history teach us, and what proposed reforms are worth considering?

*Speaker: Mr. Ed Corrigan, CPI*

**3:30 – 4:30 pm Session 4: Creating Cutting Edge Cultural Commentary**

Mr. Price, an expert in the use of social media, will share his unique insights on engaging and connect with your audience, including how to make content stand out. Ms. Jashinsky will share how to use content to work with the media to increase engagement.

*Speakers: Mr. Greg Price, State Freedom Caucus & Ms. Emily Jashinsky, The Federalist*

**4:30 – 6:00 pm Break**

**6:00 – 7:30 pm Dinner & Session 5: Crisis Communications**

Mr. Guest is a former communications staffer on Capitol Hill, and will share his knowledge on solving crisis communications situations and preventing messaging errors proactively, as well as his keys to controlling the



narrative.

*Speaker: Mr. Steve Guest, CRC Advisors*

## **Thursday**

### **10:00 – 11:00 am Continental Breakfast**

### **11:00 am – 12:00 pm Session 6: Historical Media Analysis**

Mr. Carroll and Mr. Bronitsky are experienced media leaders as well as experts on political history. This session will tie together events from modern political history, as well as the congressional communications responses that to those events, to provide a roadmap to help staff learn from mistakes of the past. This will help the attendees prepare for difficult situations that may arise in their office.

*Speakers: Mr. Conn Carroll, The Washington Examiner & Mr. Jonathan Bronitsky, Athos PR*

### **12:00 – 1:30 pm Lunch and Session 7: Coordinating Communications Efforts & Amplifying your Message**

Mr. Schaefer and Mrs. Clark will discuss how to coordinate communications efforts in a way that leads to creative, productive and reliable content. They will also share lessons they learned leading media campaigns.

*Speakers: Mr. Scooter Schaefer & Mrs. Sondra Clark, Co-founders, The Revere Project*

### **1:30 – 3:00 pm WORKSHOP 1: Getting Your Message Out & Improving Marketing Strategy**

Communications staff create a first impression of their office to key audiences—especially online and in the media. This session will discuss ways to increase the creativity of content with policy marketing and constituent messaging. Attend and say goodbye to generic content.

*Speakers: Mr. Andrew Beck, Beck & Stone & Mr. Andrew Cuff, Knight Takes Rook*

### **3:00 – 4:00 pm Session 8: Louder Social Media Content**

Social media in many ways has become a way to get the message out to the public directly, and to generate a conversation on topics that matter to everyday Americans. Mr. Frayter will share his experience on social media applications, data management, and content creation.

*Speaker: Mr. Gary Frayter, Louder with Crowder Podcast*

**4:00 - 6:00 pm Break****6:00 - 8:00 pm Dinner and Session 9: Interacting with the Media**

Ms. Olohan and Mrs. White are experienced journalists who will train staff to better understand how to interact with the media and relay information in a way that is strategic and promotes and defends the policy efforts of their office.

*Speakers: Speaker: Ms. Mary Margaret Olohan, The Daily Signal & Mrs. Kaylee McGhee White, the Washington Examiner*

**Friday****10:30 am - 12:00 pm Continental Breakfast & SESSION 10: Understanding the Conservative Media Landscape**

A reporter and a public relations expert share insider tips with staff to help them understand what types of outlets to utilize for different types of efforts and events, as well as how to navigate the rules of working with major media outlets and opinion editorial placement.

*Speakers: Mr. Chris Bedford, Common Sense Society & Mr. Bobby Donachie, Athos PR*

**12:00 pm Check Out Travel from Decoursey Bridge Rd, Cambridge, MD to arrive at Independence Ave., SE at 2:00 pm.**